



**USOE**

# **Academic Progress Class Ranking**



Table of Contents

Introduction .....4

*How to exclude students from school ranking* .....4

    FoxPro Client Student Editor Module.....5

2000+ Web Portal .....6

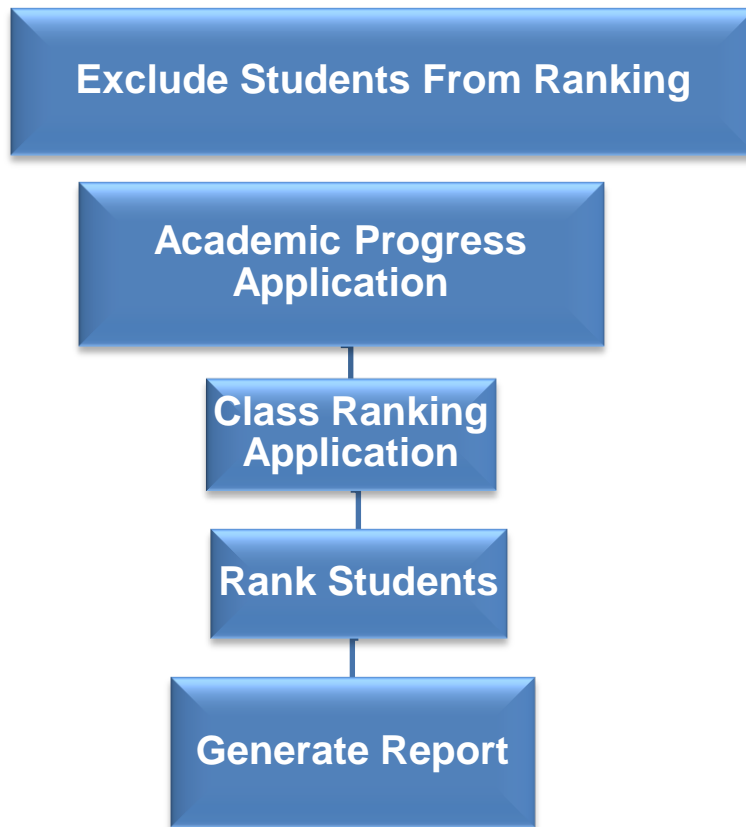
*Academic Progress Application* .....6

    Class Ranking Application .....7

**Class Ranking Report – Cumulative GPA and Rank Report: .....9**



## Class Ranking Hierarchy



# The Web *SIS 2000+* Ranking Students



## Introduction

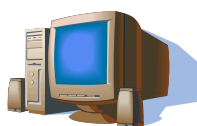
Class Ranking is typically done at the end of each term. You can rank by one grade level or by all grade levels. Each time you rank, it will show a new report with a date and time stamp:

**Current Ranking for Grade 12 is based on Term 1 of 2012**

- Ranking ran 11/17/2011 3:07:50 by 1654
- Included Courses in Grades 9-12

There will be times you will want to exclude a student from being ranked.  
Example: If a student is a special education student or a student aged out.

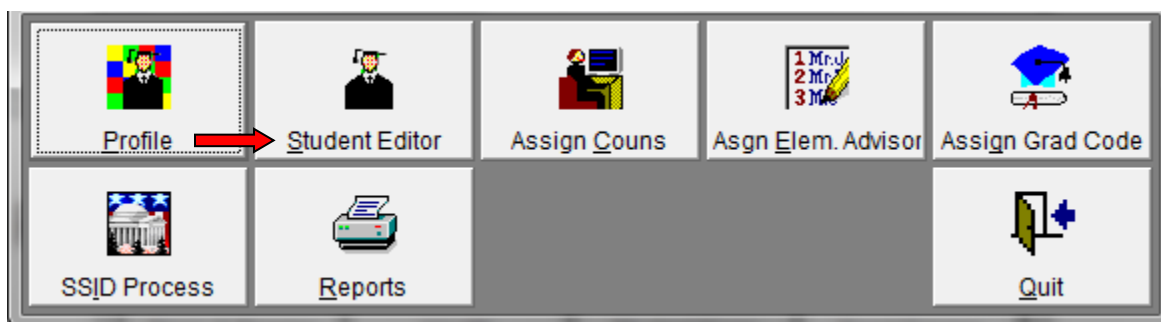
## How to exclude a student from being ranked:



SIS2000+ FoxPro Client –



Enrollment Module → Student Editor Module



Find the student you want to exclude from the 'Class Ranking'. Select the student → **Misc. Tab**

The screenshot shows the SIS 2000+ student record interface. At the top, a red arrow points to the 'Last Name' field, which contains 'Babb'. Below this, the 'First Name' is 'Mindi' and the 'Middle Name' is empty. The 'Student ID' is '9915', 'SSID' is '1233393', and 'SSN' is '- -'. The 'Gender' is 'Female' and the 'Nickname' is empty. There are 'Profile' and 'Contacts' buttons. Below this is a tabbed interface with 'General', 'Addresses', 'Misc.', 'Other', 'Enrollment', and 'Picture'. The 'Misc.' tab is selected, indicated by a red arrow. Inside the 'Misc.' tab, there are several fields: 'Counselor' (Elizeo Ginn(287)), 'Restricted Information' (<Unset>), 'Home Language' (English), 'LEP Student Language' (English), 'Concentrator Code' (empty), 'Last Verified On' (empty), 'H.S. Compl. Status' (empty), 'Graduation Year' (2012), 'Graduation Date' (empty), 'Email' (s9915@example.com), and 'URL' (empty). On the right side of the 'Misc.' tab, there is a 'Registration Date' (08/20/2001), a 'Retain Student' checkbox (unchecked), and a 'Not Ranked' checkbox (checked, with a red arrow pointing to it). Below these is a 'Last Change' field (10/04/2011) and a 'By' field (GarRa). At the bottom of the form, there are several buttons: 'Find/Add', 'List', 'Status', 'Undo', 'Save' (highlighted with a red arrow), and 'Quit'.

Select Edit → Not Ranked and Save - Student will now be excluded when ranking.

After excluding students who should not be included in the ranking with the rest of the school, you will login to the Web SIS2000+ portal.

## Logging In →\* SIS2000+

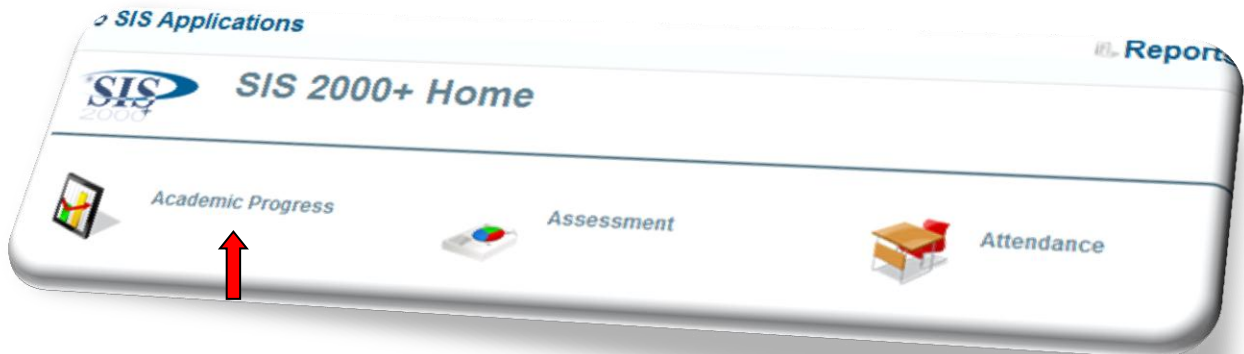
The SIS2000+ web portal is accessed using a web browser. **You will need permission to rank students.**

1. Login using your regular SIS login ID number preceded by the letter 'F' and your **confidential** SIS password ( F 383 ). The letter 'F' signifies faculty user.

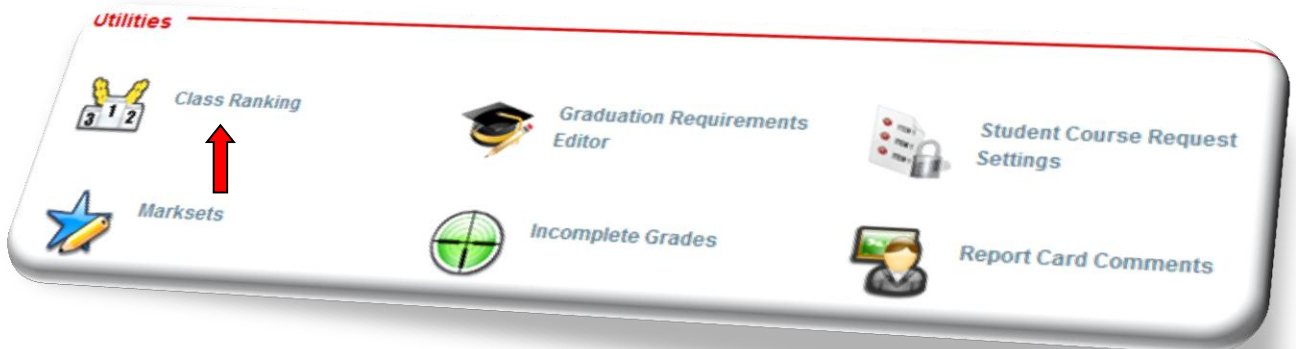


## SIS2000+ Web Application →

Select →Academic Progress →

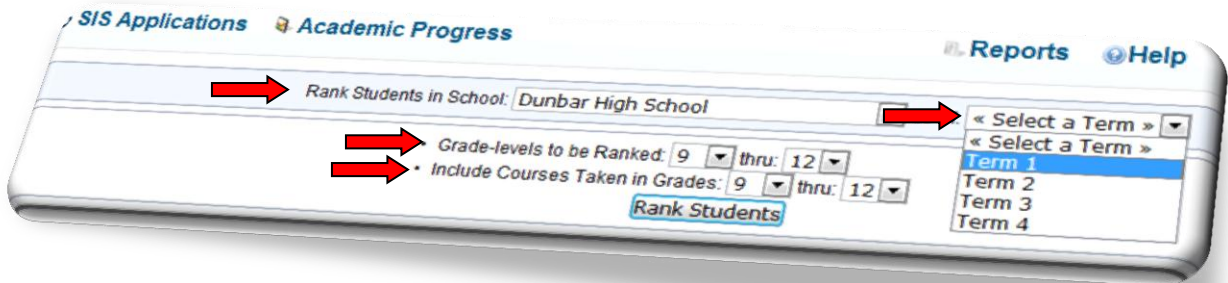


Select → Class Ranking→

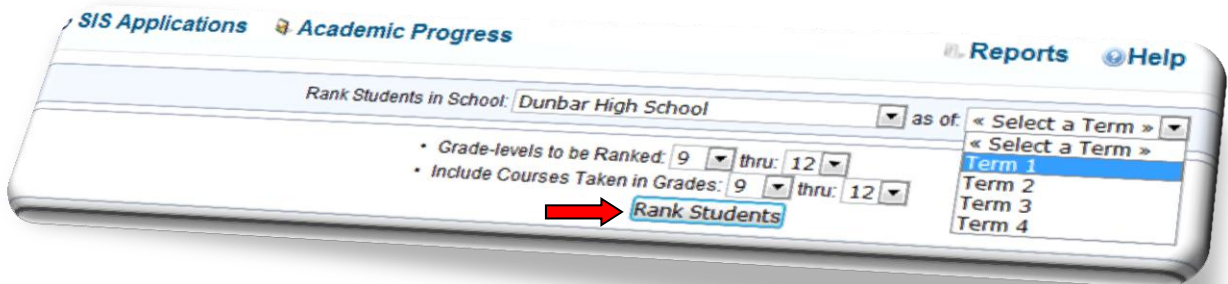


Select School → Select Term →

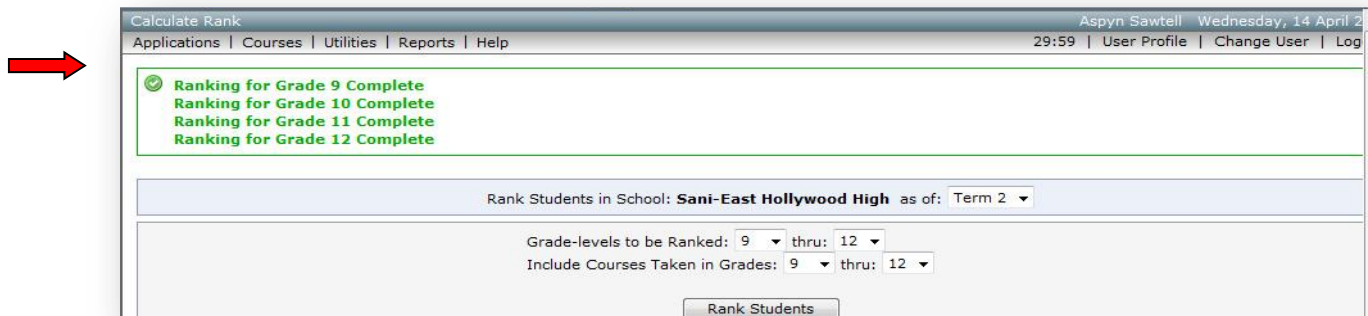
Select Grade Levels to be Ranked: → Select Include Courses Taken in Grades:



Select → Rank Students →



After ranking students, a message will display **‘Ranking for Grades is Complete’** and a **‘Ranking History’** will display.



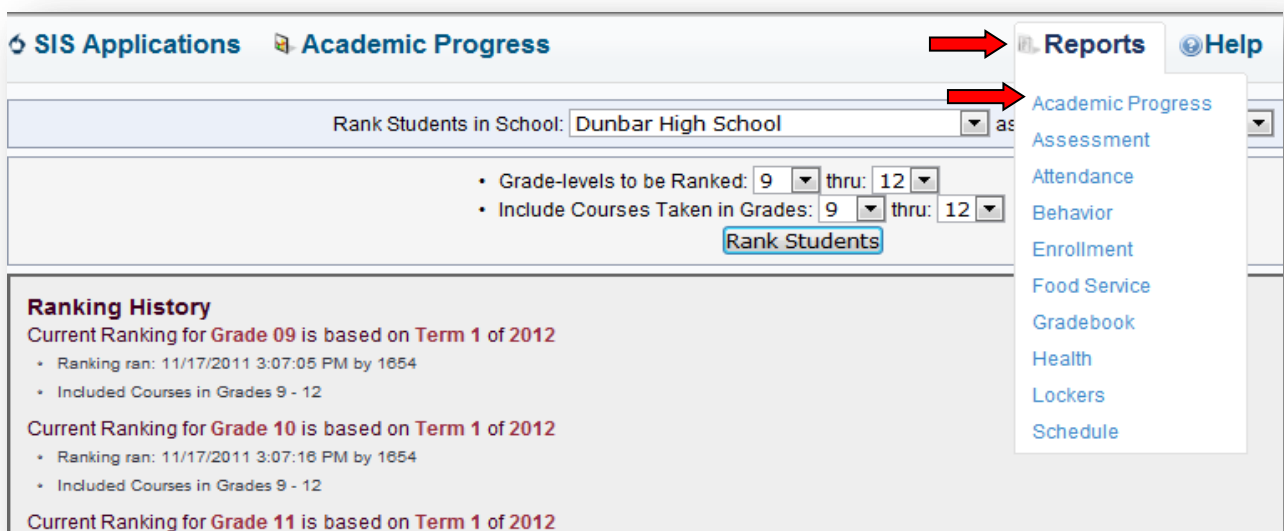
Ranking History will only list the current school year’s ranking.



Report →



To see a report of the students ranking, Select Reports → Select Academic Progress Reports







**Select → Cumulative GPA and Rank → Report**

Report Category: Academic Progress

Report: « Select a Report »

- « Select a Report »
- Cumulative GPA and Rank
- Elementary Report Card
- Elementary Transcript
- Grade Distribution
- Grade Override Usage
- Gradebook Usage
- Grades Not Finalized
- Graduation Rate
- Honor Roll
- Low Achievement
- Secondary Report Card
- SEOP Activities
- Student Credit Evaluation
- Student Marks
- Student Transcript
- Term GPA Comparison

**Select → School**

**Select → Term (Only the terms that have been ranked will show in the Report Set List)**

**Select → Sort By (Optional)**

**Select → Rank Set**

Report Category: Academic Progress

Report: Cumulative GPA and Rank

Description:  
Student list with their cumulative GPA, credit and class ranking.

Show Students: In My Track(s)

School: 2012 - Ouellette High School

Term: Term 1

Sorting Options:  
Sort By: Class Rank

Filtering Options:  
Rank Set: Grade 09 - 11/10/2011

Report Format: Acrobat (.pdf)

Generate Report

**Select → Generate Report**



## Cumulative GPA and Rank Report

### Cumulative GPA/Rank By Class Rank Ouellette High School

School Year: 2011-2012 Term: 1 Grade: 9

Class Count: 411

Ranked On: 11/10/2011 12:03 PM

ID	Student Name	Class Rank	GPA	Cum Credit	Percentile	Address	City/State	Zip	Phone
24130	Bouph, Dana "Marissa" S	1	4.0000	01.750	99	250 East 500 South	SLC, UT	84111	(555) 000-0000
123456789	Brier, Narell R	1	4.0000	01.750	99	250 East 500 South	SLC, UT	84111	(555) 000-0000
21398	Coulter, Alex A	1	4.0000	01.750	99	250 East 500 South	SLC, Ut	84111	(555) 000-0000
31488	Deiss, Demetri R	1	4.0000	01.750	99	250 East 500 South	SLC, UT	84111	(555) 000-0000
12880	Eckman, Brentten	1	4.0000	01.750	99	250 East 500 South	SLC, Utah	84111	(555) 000-0000
16404	Elton, Reece A	1	4.0000	01.750	99	250 East 500 South	SLC, UT	84111	(555) 000-0000
12777	Fortney, Bella I	1	4.0000	01.500	99	250 East 500 South	SLC, UT	84111	(555) 000-0000
12775	Kanehara, Shilona N	1	4.0000	01.750	99	250 East 500 South	SLC, UT	84111	(555) 000-0000
13159	Keiaho, Jose Luis N	1	4.0000	02.000	99	250 East 500 South	SLC, UT	84111	(555) 000-0000
12716	Leyda, Shawntay	1	4.0000	01.750	99	250 East 500 South	SLC, Utah	84111	(555) 000-0000
26714	Magdaleno, Orenda	1	4.0000	01.750	99	250 East 500 South	SLC, UT	84111	(555) 000-0000
12700	Matthews, Shantai	1	4.0000	01.750	99	250 East 500 South	SLC, UT	84111	(555) 000-0000
15091	Mayne, Breckin H	1	4.0000	00.750	99	250 East 500 South	SLC, UT	84111	(555) 000-0000
29786	McEwen, Shai R	1	4.0000	01.750	99	250 East 500 South	SLC, UT	84111	(555) 000-0000
12723	McKenize, Manuel S	1	4.0000	01.750	99	250 East 500 South	SLC, UT	84111	(555) 000-0000
12686	Meszaros, Mariselda	1	4.0000	01.750	99	250 East 500 South	SLC, UT	84111	(555) 000-0000
14319	Nutley, Tashanie R	1	4.0000	01.250	99	250 East 500 South	SLC, UT	84111	(555) 000-0000
12686	Peatross, Nycholas A	1	4.0000	02.000	99	250 East 500 South	SLC, UT	84111	(555) 000-0000
22625	Posada, Kabron A	1	4.0000	01.750	99	250 East 500 South	SLC, UT	84111	(555) 000-0000
16761	Quilty, Mcauley	1	4.0000	01.750	99	250 East 500 South	SLC, UT	84111	(555) 000-0000
12939	Shea, Viann S	1	4.0000	02.000	99	250 East 500 South	SLC, UT	84111	(555) 000-0000
14086	Singerhoff, Lizbet	1	4.0000	01.750	99	250 East 500 South	SLC, UT	84111	(555) 000-0000
12702	Urry, Mamie	1	4.0000	01.750	99	250 East 500 South	SLC, UT	84111	(555) 000-0000
25208	Watt, Lynzy G	1	4.0000	01.750	99	250 East 500 South	SLC, UT	84111	(555) 000-0000
12783	Fabela, Kollette L	25	3.9588	02.000	94	250 East 500 South	SLC, UT	84111	(555) 000-0000
18624	Cardona, Shae W	26	3.9529	01.750	94	250 East 500 South	SLC, UT	84111	(555) 000-0000
19857	Camley, Josey (Joe) M	26	3.9529	01.750	94	250 East 500 South	SLC, UT	84111	(555) 000-0000
12796	Crumpton, Ky	26	3.9529	01.750	94	250 East 500 South	SLC, UT	84111	(555) 000-0000
23827	Flanigan, Refugio A	26	3.9529	01.750	94	250 East 500 South	SLC, UT	84111	(555) 000-0000
26815	Grippen, Watson	26	3.9529	01.750	94	250 East 500 South	SLC, UT	84111	(555) 000-0000
12747	Hegemann, Felicia R	26	3.9529	01.750	94	250 East 500 South	SLC, UT	84111	(555) 000-0000



/99/\_SIS\_School\_Reports/Cumulative GPA and Rank  
Run on: 3/9/2012 3:15:32 PM

Page 1 of 13

